



Modify an Accounting Code

The **Accounting Specialist**, **Check Capture Administrator** and **Check Capture Supervisor** are authorized to modify accounting codes.

To modify an existing accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Accounting Codes>Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
3. Select the organization endpoint for which you want to modify accounting codes.
4. The *Step 2 of 3: Update Accounting Codes* page appears. Under the **New Accounting Codes to be Added** table, enter the accounting code details and click **Next**.



Application Tip

If an **Agency Accounting Code** label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest-level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.

You can update the details by

- Clicking the **TAS** checkbox to indicate that the accounting code is a Treasury Account Symbol (TAS), *if applicable*
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes
 - Checking the **Skip Selected** box to skip saving the imported accounting codes
5. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**.
 6. A *Confirmation* page appears showing that the accounting codes have been imported. Simultaneously, accounting codes flagged as TAS will need to be transmitted to the Shared Accounting Module (SAM) to confirm that they are valid TAS strings.



Application Tip

Additional button on the page that helps you perform other tasks:

- Click **Return Home** to return to the OTCnet Home Page.